



MELVIN MARK
EST. 1945

JOB POSTING

JOB TITLE: Chief Engineer

EXEMPT NON-EXEMPT

DEPARTMENT: Operations

SALARY: DOE

REPORTS TO: Engineering Manager

POSTED: August 2019

ABOUT MELVIN MARK COMPANIES

Melvin Mark Companies has developed, owned, and managed property in Portland since 1945. Along with a current portfolio of more than 3 million square feet of commercial space in the Metro area, we also provide a full range of commercial real estate services for landlords and tenants. Our companies include Melvin Mark Capital Group, Melvin Mark Construction Company, and Melvin Mark Brokerage Company.

We have a respected reputation in the community; we are regarded as both a great place to work and for our philanthropic endeavors. We offer a competitive benefits package which includes medical/dental, professional development, parking, an annual TriMet pass and much, much more! Our 50-plus employees all enjoy being part of the Melvin Mark team. In fact, Melvin Mark employees have an average tenure of around 13 years! Interested in bringing your talents to one of the leading commercial real estate firms in Portland? Be sure to check us out at www.melvinmark.com.

JOB SUMMARY

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. This job or job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

The Chief Engineer is responsible for the physical operations of assigned properties, ensuring high project performance is met based on established goals and benchmarks. In addition, this role manages and develops a small team of Maintenance Technicians.

ESSENTIAL FUNCTIONS / PRIMARY RESPONSIBILITIES

Describe the key responsibilities of the job. Include the *essential functions* for which the job is accountable and denote with an asterisk. Essential functions are the core elements of the job which are specific and unique to this position and when removed changes the nature of the job itself.

LEADERSHIP

- Lead, motivate, and develop a team of Maintenance Technicians to achieve department goals
- Work alongside the Engineering Manager to create the culture needed to enhance, promote and execute daily positive interaction among all members of the building group
- Ensure that job responsibilities and expectations are clearly defined and communicated, and performance issues are addressed in a timely manner

PORTFOLIO MANAGEMENT

- Manage maintenance, repairs and capital improvements for assigned buildings. Including all building systems – mechanical, electrical, plumbing, structural, fire/life safety, elevator/escalator, building envelope
- Identify, recommend, and implement preventative and on-going maintenance programs to preserve and/or upgrade building systems
- Stay abreast of latest technologies as related to building systems and equipment
- Manage Energy Management System programs, performs in-house programming and develop computer-based graphics to ensure measures are taken to operate all systems while considering occupant comfort, efficiency and minimizing operating costs

CORE COMPETENCIES

Describe the core competencies of this job. Include the *key characteristics or competencies* which are required to achieve success in this job.

- Must exhibit strong leadership skills
- Able to demonstrate strong problem-solving techniques
- Values the importance of great customer service, and can model these skills to other members of the team
- Knows how to write and verbally communicate in a professional manner
- Must be proficient in working with, and understanding, commercial building HVAC, plumbing, electrical, fire & life safety systems, construction, carpentry, painting, and roofing
- Able to work independently and proactively

KNOWLEDGE / EXPERIENCE / EDUCATIONAL REQUIREMENTS

- Seven or more years of experience as a building engineer (HVAC, plumbing, electrical, FLS, carpentry, construction) working with a similar portfolio as that of Melvin Mark
- At least two-three years of experience managing a team
- EPA/Refrigerant Certification is a must
- BOC I & II – Building Operators Certification is required

- SMT and SMA from BOMA is required
- LBME – Limited Building Maintenance Electrician license is required
- Good working knowledge of building codes, electrical standards (24-480v), water treatment standards, and building operation standards
- Ability to read and understand blue prints and associated design documents
- Proficient in Microsoft Word, Excel, Outlook and Energy Management System based software
- Bachelor's degree is preferred. High school diploma or equivalent education is a minimum requirement

JOB CONDITIONS

There is a high noise environment in mechanical rooms when chillers are operating. Some exposure to concentrated particulates during perimeter unit cleaning. Also, some extreme stretching, bending when inspecting perimeter units.

The individual in this position needs to move around a large office building, occasionally ascending/descending ladders and moving a variety of items/equipment up to 50 pounds. This person must also be adept at communicating and exchanging information with tenants, coworkers, and vendors. It is often important for this position to be exposed to outdoor weather conditions.

This is an essential services position, and as such, this individual is often called upon to assist in the welfare of our tenants and the safety of our buildings in emergency situations such as severe weather occurrences, etc. Working on-call evenings and rotating weekends is required.

All building staff may be subjected to a separate clearance/background check by Federal, State, or Municipal tenants.

HOW TO APPLY

Please send resumes and cover letters to:

Kim Barnett, VP of Human Resources

kbarnett@melvinmark.com

(No phone calls, please.)

Melvin Mark Companies provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements Melvin Mark Companies complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placements, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Melvin Mark Companies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.